

Sub: **Annual Rate Contract for supplying Computer Stationery**

Notice Inviting Quotations

We require office stationery on Annual Rate Contract basis for the year 2011-12. A detailed list of estimated quantity of item to be supplied, as per our requirement is enclosed herewith. If you are interested you may submit your offer to this office on the following terms and conditions latest by 5.00 p.m. on or before 28th March, 2011 in a sealed envelope along with Earnest Money Deposit of Rs.2500/- (refundable) by DD/Pay order in favour of FORE School of Management, payable at New Delhi.

Terms & Conditions

- Purchase order will be sent by fax, E-mail or communicated to you by telephone;
- Delivery should be made within two days after receiving order from FORE School of Management;
- No delivery charges will be paid extra
- Tax shall be paid as applicable;
- Payment will be made within 10-15 days after receiving the items in good conditions and verification of the same;
- Rate offered shall remain firm for a period of one year;
- In complete and without Earnest Money Deposit, quotation shall not be entertained.
- Quotation in sealed envelopes, mentioning “Quotation for Computer Stationery” on the envelopes is to be dropped in the box kept with “security” before the due date.

Thanking you,

Yours faithfully,

K J Mathew
Assistant Administrative Officer

Encl: As above

FORE SCHOOL OF
MANAGEMENT
Computer stationery 2010-
11

2011-12

S.No.	Item	Make	Estimated	Unit	Rate	Tax%
	Printer cartridge		Quantity			
1	6614D	HP	nil	1		
2	6625A	HP	20	1		
3	6615D	HP	46	1		
4	C9351A Black	HP	19	1		
5	C9352A	HP	3	1		
6	364A	HP	8	1		
7	540A	HP	1	1		
8	541A	HP	nil	1		
9	542A	HP	nil	1		
10	543A	HP	nil	1		
	Toner cartridge					
11	C3906F(6L)	HP	nil	1		
12	C4096A(2100)	HP	nil	1		
13	61X(4100TN)	HP	nil	1		
14	Q7560A Black	HP	2	1		
15	Q7561A Cyan	HP	2	1		
16	Q7562 Yellow	HP	2	1		
17	Q7563 Megenta	HP	2	1		
18	Q2612A	HP	14	1		
19	436A	HP	27	1		
20	7551A	HP	1	1		
21	CC388A	HP	8	1		
	Ink Cartridge					
22	860	HP	14	1		
23	861	HP	5	1		
24	862 cyan	HP	17	1		
25	862 Magenta	HP		1		
27	862 Yellow	HP		1		
28	862 Black	HP	1	1		
29	Ink cartridge 703 Tri colour	HP	1	1		
30	Ink cartridge 703 black	HP	5	1		
31	Toner 78A	HP		1		
32	Toner CE278	HP		1		